



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-625
Position Title: Assistant Foreperson
Series and Grade: KA-4402-00
Salary Range: \$40.79 PH + 10% Night Rate
Promotion Potential: None
Opening Date: 07/03/08
Closing Date: 07/17/08
Location of Position: Production Department
Binding Division
Pamphlet Section, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 3 (11:30 p.m. – 8:00 a.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

The incumbent manages and oversees daily binding operations of the Pamphlet Section; primarily through the supervision of subordinate supervisors such as Group Chief(s). The incumbent informs these staff members of job priorities, daily personnel assignments, equipment assignments, and daily division goals. Monitors the operation of the section by ensuring that jobs are being completed by priority, are binded in accordance with established standards, and personnel and equipment are being utilized to maximize production output. Confers with Pre-press and Press personnel to resolve any production delays. Operates a PC for retrieving and generating data related to production, personnel, and materials. The incumbent works with the Group Chief(s) on improving production methods, equipment performance, personnel practices, product quality, and efficiency and effectiveness of the division. Creates division goals and works with subordinates on ways of achievement. Initiates and manages projects and ensures that they meet division goals and are within budget requirements. Reports progress to the Foreperson and Assistant Superintendent. Takes necessary actions to guarantee that all security work is properly protected. Performs all functions entailed in the management of personnel including, but not limited to: evaluating performance; recommending personnel actions, training, and awards; counseling employees, taking corrective action, and attempting to alleviate or resolve grievances; enforcing, and ensures that subordinates enforce GPO rules and regulations. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to supervise through subordinate supervisors (SCREEN OUT)***. To meet this screen out, applicants must have completed a formal recognized apprenticeship or possess substantial equivalent practical experience in the bookbinding trade. In addition, applicants must have at least two years of subsequent journeyman experience and have served at least one year in the Government Printing Office under a career or career-conditional appointment.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to supervise through subordinate supervisors. (**SCREEN OUT ELEMENT**)
2. Knowledge of binding operations, equipment, procedures and processes; and familiarity with the operations of Pre-Press and Press sufficient to plan and organize the work.
3. Ability to identify problems and/or issues and make recommendations for solutions.
4. Ability to meet deadline dates under pressure.
5. Ability to keep records and make reports.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: Prepare separate narrative responses to each of the job elements listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Tiffany L. Robinson
Phone: (202) 512-2010 Ext. 31574
TDD: (202) 512-1519

To confirm receipt of your application, call:
202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.